

SPECIFICATION SHEET

DATE : September 1, 2011

FORM NUMBER : #2680

QUANTITY : 200 (MAXIMUM OVERRUN ACCEPTED = 2%)

STOCK : 11 pt. 150# Manila stock with full reinforced side tab

INK : Black: printed front cover only. Use the standard size print that was used in the 2003 order.

SIZE : Square folder design (except for the side tab cut)
Folder Open: 18 – ¼" x 12 – ¼" (includes ¾" side tab)
Folder Open/Front Cover: 8 – ¾" x 11 -3/8"
Folder Open/Back Cover: 9 – ½" x 12 – ¼"

CONSTRUCTION : The side tab is to be reinforced full-cut as well as double reinforced on the top side. The color coded numbers are to be on the side tab, visible from both sides (front and back). **NOTE:** In no manner shall the numbering system cover any portion of the printed file folder.

Folders are to be scored at the bottom – from point of closed folder. Two additional scores are to be 3/8" apart on the front (first) cover.

Heat applied clip, 1 inch installed inside in first position – top back.

Bar Code – Uniform symbol Description – 3, code 39 to be part of strip label placed on folder side tab between alpha and numeric codes.

FRONT OF FILE: Centered between the left and right margins with the following text beginning 2" from the top of the front of the folder. (See sample for size of font).

_____	vs _____
Plaintiff	Defendant
_____	_____
Attorney	Attorney

CIRCUIT COURT – MILWAUKEE COUNTY
CIVIL DIVISION 2680

COLOR CODED NUMBERS : Starting number 12 FJ 000001 – 12 FJ 000200
Use the Wisconsin Model Records color coding system with white letters. Color sequence of the tabs with white numbers is as follows:
First tab: Year designator/white on **Red**.
Second tab: alpha designator/white on Black (FJ)

Remaining tabs as follows:

All 0's	yellow
" 1's	light blue
" 2's	red
" 3's	light green

MILWAUKEE COUNTY
PROCUREMENT DIVISION

SPECIFICATION NO.: 200.38606
EFFECTIVE DATE: 9/16/11

" 4's	gray
" 5's	gold
" 6's	dark green
" 7's	dark blue
" 8's	orange
" 9's	black

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**COLOR CODED
NUMBERS (CONT.)** :

Strip label with 7/8" colored boxes containing 1/2" numbers. One number per box until last box which is 2 numbers. Strip label to be one piece construction.

DELIVERY : In two installments First half delivered by December 01, 2011 and the remainder By June 01, 2012. We want files delivered directly to supply Rooms in G9 and on shelves.

PRINTED NUMBERS : Printed numbers starting number 12 FJ 000001
Black ink, upper right-hand corner of file folder. Zero-fill all numbers with printed characters.

PACKAGE : 100 pre-folded files per package in numerical order. Label each package with form number, numerical range of contents and sequentially label each package for proper usage.

PROOF : Proof must be submitted prior to printing. Paper weight, color and number Must be same as sample submitted with bid. Send proof and paper sample to:

**CCF – SOUTH/GRAPHICS
8885 S. 68TH STREET
FRANKLIN, WI 53132**

CAMERA COPY : Camera copy will be furnished to successful bidder. **CAMERA COPY MUST BE RETURNED.** In addition to returning the camera copy, ten samples of the completed printed. Numbered folders must be sent to **FORMS CONTROL** (above address)

**CONSTRUCTION
SAMPLE** : MUST BE SUBMITTED WITH BID.

NOTE: PAYMENT TO VENDOR WILL NOT BE MADE UNTIL VENDOR, AS SPECIFIED ABOVE AS SUBMITTED THE CAMERA COPY WITH TEN SAMPLES OF THE COMPLETED PRINT FORM.

FIRST 1/2 OF FOLDER ORDER IS TO BE RECEIVED BY THE CLERK OF COURTS (CIVIL DIVISION) BY DECEMBER 1, 2011, WITH REMAINING 1/2 FOLDERS TO BE DELIVERED JUNE 1, 2012. DELIVERED DIRECTLY TO THE SUPPLY ROOM IN G9 AND STOCK ON THE SHELVES.